

## **SECTION 6**

### **CLASSIFICATION AND POSITION MANAGEMENT**

#### **6.02 ABOLISHMENT OF POSITIONS**

**AUTHORITY:** CIVIL SERVICE ACT  
THE COLLECTIVE AGREEMENT BETWEEN THE UNION  
OF PUBLIC SECTOR EMPLOYEES AND THE PROVINCE  
OF PRINCE EDWARD ISLAND

**ADMINISTRATION:** PEI PUBLIC SERVICE COMMISSION  
TREASURY BOARD

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## **1. PURPOSE**

1.01 The purpose of this section is to outline the policies and procedures for having positions abolished from the establishment of the Employer.

## **2. POLICY**

2.01 Positions which are no longer required are to be abolished.

## **3. PROCESS**

3.01 Where a decision is made to abolish a position that is occupied, the lay-off procedures outlined in Article 36 of the Collective Agreement shall apply.

In these circumstances, the human resources manager must be involved and advice should be obtained from the HR Management and Labour Relations Division of the Public Service Commission.

When a position is no longer required, the Employer submits a request to the Commission specifying the classification, position title, and position number, along with the reason for having the position abolished. The request should be signed by the Minister of the Department.

The Commission forwards the request to Treasury Board.

When Treasury Board abolishes a position, the Commission removes it from the establishment listing of the Department/Agency.

Where a decision is made to abolish a designated bilingual position, the employing authority must clearly demonstrate how French language service delivery will continue to be adequately provided to the public. This will be reviewed by French Language Services, as well as the Acadian and Francophone Affairs Secretariat, to determine the impact of the change.